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26 FEB 1980

MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA : Director of Personnel Policy, Planning
and Management

FROM : Don I. Wortman
Deputy Director for Administration

SUBJECT : Exception to Uniform Promotion Policy for
Presidential Management Interns

1. In 1978 this Agency agreed to participate in the Presidential Management Intern Program (PMIP) sponsored by the Office of Personnel Management (OPM). In July 1978 we hired one Intern and in July 1979 we hired two additional Interns. We currently have a request with OPM for four Interns to be hired in July 1980. As evidenced by our increased hiring, I believe the Program has been a success in this Agency and we have entered on duty first-rate personnel as a result of it.

2. The policies regarding the PMIP are set forth in FPM-362 (attached). Section 2-3 states that "Promotion to the GS-11 level requires satisfaction of time-in-grade requirements, successful completion of training assignments under the individual development plan, and the demonstrated ability to perform at the GS-11 level. It is our expectation that Interns will serve one year as GS-09 Presidential Management Interns before being promoted to the GS-11 level." The regulation further indicates that it is expected that the Interns will be assigned to a GS-12 target position at the conclusion of their internship and promoted accordingly.

3. When we initiated the Program in CIA, we explained to prospective Interns that CIA's policy was to give one-grade promotions and that these would be at nine-month intervals to GS-10 and GS-11 and at least 12 months to GS-12. I originally believed that the two one-grade promotions at nine-month intervals for our Interns would put them on a close promotion schedule with the non-Agency Interns since the "one year from

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GS-09 to GS-11" appeared to be more of a guideline and would not necessarily become the standard. However, now that the first year of the PMIP has ended, it is apparent that all Interns who performed acceptably were, in fact, promoted to GS-11. In addition, it appears that the majority of Interns will be promoted to GS-12 within a short period after completion of the second year. In view of this, I now believe that we are doing a real injustice to our Interns as they see their peers attain their GS-11 and, subsequently, their GS-12 six months earlier. This is having a negative psychological as well as financial impact on our Interns as they find themselves falling behind their peers. Also, our policy is a decidedly negative factor in our interviews with PMI's interested in coming with the Agency. Several PMI's in whom we were seriously interested last year indicated this to be the case and, in fact, we were able to hire only two Interns when we had requested three.

4. Accordingly, in order to conform to OPM policy and to compete with other Agencies in attracting PMI's, I recommend that CIA adopt the policy set forth in FPM-362 and promote Presidential Management Interns from GS-09 to GS-11 after successful completion of one-year service with CIA. In addition, I recommend that our PMI's be promoted to GS-12 within six months following completion of the two-year internship and upon permanent assignment. I realize that while we have the authority to make two-grade promotions, it is an exception to Agency practices and would normally not be approved for an in-house program; however, I strongly believe that we need to keep in step with the rest of Government in this important program if we are to hire and retain such highly qualified personnel.

DON WORTMAN

Don I. Wortman

Attachment

APPROVED:

/s/ Frank C. Carlucci

Deputy Director of Central Intelligence

12 MAR 1960

Date

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